



Development Application Procedures Information Handout

Development application procedures

The City of Bloomington strives to provide customers with rapid, complete service while processing and scheduling applications, reviewing applications and conducting public hearings. To do this efficiently and effectively, the City must have complete and accurate information from all applicants as part of any application.

Pre-application meeting required

All applicants are required to meet with Planning Division Staff in order to discuss the proposal and review plans and drawings applications prior to submission of an application, or the application will be rejected.

Planning Commission Agenda Scheduling

Planning Commission Agendas close at 3:00 p.m. on the Wednesday specified as the Agenda Closing Date on the Planning Commission Meeting Schedule.

Be advised that agendas may close in advance of the Agenda Closing Date if the agendas become full, may be canceled if too few items are received to warrant scheduling a meeting, or may be cancelled by the Planning Commission for procedural reasons.

Plan Submission Requirements

Where plans or drawings are required or submitted:

Plan sets larger than 11" x 17"

- a. A minimum of four (4) sets of the full size or largest plans or sheets.
 - i. Three of the sets must be folded by individual sheet, not by set, to a size no larger than 9"x12" with the sheet number and title of the drawing visible on the outside of the folded sheet. Each complete set of folded plan sheets must be fastened with rubber bands, not stapled.
Any application containing plan sets or sheets larger than 11"x17" that do not have three plan sets folded and fastened in the prescribed manner, including plans delivered by messenger, will be rejected.
 - ii. One plan set, when plan sheets are larger than 11"x17", shall be rolled and may be stapled along one edge.

- b. Up to five additional plan sets may be required when the application involves property abutting a County, State or Federal Highway and will be determined by Planning Division staff.
- c. Planning
 - i. When abutting a County Highway, two plan sets folded by set to dimensions no larger than 9"x12".
 - ii. When abutting a State or Federal Highway, three plan sets folded by set to dimensions no larger than 9"x12".

Reduced plan sets when required

Reduced copies must be readable. Reduced plans need not (and in many cases should not) be photographic reductions of the original full sheet.

They may be of portions of the original full sheet, but in all cases must be at a size and clarity where lines and text are easily readable on a small page. They may need to be redrawn to meet this requirement

- a. Planning Commission/City Council Agenda reductions. One complete 8½"x11" set.
- b. Planning Commission/City Council distribution reductions. Ten complete 11"x17" sets that may be stapled along one side and are folded in half by sets to 8½"x11". Applications which are incomplete, which do not otherwise meet ordinance requirements, or which do not adhere to these requirements will not be placed on any Planning Commission, City Council or Hearing Examiner agenda.